## Official Request APARTMENT INCOME AND EXPENSE SURVEY



CITY OF ALEXANDRIA
DEPARTMENT OF REAL ESTATE ASSESSMENTS
703.838.4646

Tax Assessment Map #	Land Use Code	Databank #	
·			RETURN TO: CITY OF ALEXANDRIA DEPARTMENT OF REAL ESTATE ASSESSMENTS P. O. BOX 178 ALEXANDRIA, VIRGINIA 22313-1501

## Dear Property Owner:

The Department of Real Estate Assessments is in the process of collecting and analyzing information for the annual reassessment of real estate located in the City of Alexandria. This is an official request pursuant to Section 58.1-3294 of the Code of Virginia that requires you to furnish this office with income and expense data for any income-producing properties for calendar year 2005. This request is also in compliance with Section 3-2-186 of the Alexandria City Code. All information submitted will be kept strictly confidential under the stipulations of Section 58.1-3 of the Code of Virginia.

This survey form is to be completed by the property owner or a duly authorized agent, showing the gross income (at 100% occupancy), vacancies and expenses for the above referenced property. The information should encompass the 2005 calendar year.

Income information related to calendar year 2005 that you may have previously submitted to the Department of Real Estate Assessments or to the Board of Equalization as part of a review or an appeal, **must be resubmitted at this time to satisfy this request**. The income information requested by the Department of Finance in regard to business licenses is not associated with this request.

In addition to the information requested as part of this survey, we request that you submit any other income or expense information that you believe to be relevant to the assessment of your property. If the property producing income has fewer than five (5) residential dwelling units you need not complete the form except to show the number of dwelling units.

The enclosed self-addressed envelope is provided for your convenience. The income information must be returned to our office no later than **May 1, 2006** or postmarked by the U. S. Postal Service no later than **May 1, 2006**. I would like to remind you that any Request for Review of Assessment filed with this office, or any Appeal of Assessment filed with the Board of Equalization, which is based upon the income or expenses attributable to your property will not be considered unless this information has been filed on time.

If you have any questions regarding this matter, or wish to discuss this request form with a member of our appraisal staff, please call between 8:00 a.m. and 5:00 p.m., Monday through Friday. Your cooperation and timely response to this legal requirement will be greatly appreciated.

Sincerely,

Cynthia A. Smith-Page, ASA Director

Enclosure

State law requires certification by the owner or officially auth	horized representative.(Please type or print all	information except signature
Name of apartment		
Property address		
Type of project or building (garden, garden-townhouse,	mid-rise, high rise)	
Owner(s) name(s)		
All information including the accompanying schedules knowledge and belief are true, correct, and complete.	and statements have been examined by Contact person	
Management firm	Phone	
Address		
Date Signature Print name	Title	
The Income and Expense information must be placed instructions is part of this survey. These instructions are questions or need assistance please call our office at 7	e provided to assist you in completing the fo	
B. ANNUAL INCOME  1. Potential Rental Income: 01 Market rent as of January 1, 2005, assuming	g 100% occupancy	TOTALS
Vacancy and Collection Loss (Calendar Year 2005):     02 Income loss due to vacancy		
Actual Gross Income (Calendar Year 2005):     06 Actual apartment rental income received		
4. Other Income (Calendar Year 2005):  07 Excess rent attributable to corporate suites 08 Laundry income ( Contract? Owner manag 09 Utility reimbursements 10 Interest income 11 Insurance reimbursements 12 Garage/Parking rents 13 Commercial tenant rents 14 Furniture rental income 15 Clubhouse rental 16 Special fees 17 HUD mortgage interest subsidy reimbursem (Specify:  18 Concessions/Vending machine income 19 Miscellaneous /Antenna Income (Specify: 20 Total Other Income (Sum of lines 07 thro	nents	
10 17 E AO 10AE INOOME (EINE 00 PIUS EINE 20)		

C. CAPITAL IMPROVEMENTS, RENOVATIONS  Has the property had Capital Improvements or Capital Renovations during the reporting	na period?
☐ Yes ☐ No	
If yes, please provide total cost here and attach a detailed list of improvements on sep  Total Capital Cost	parate page.
Total Capital Cost  Do you fund a reserve for future capital improvements?	
☐ Yes ☐ No	
If yes, what is the annual amount?	
D. ANNUAL OPERATING EXPENSES (Calendar Year 2005)  1. Utilities:	TOTALS
21 Water and sewer	_
22 Electricity-excludes HVAC	_
Electricity-includes HVAC	_
23 Primary heating fuel (Specify:)))	_
TOTAL UTILITIES (Lines 21 through 24)	
2. Maintenance and Repair:	
25 Maintenance payroll (including payroll taxes and benefits)	
26 Maintenance supplies	_
27 HVAC repairs	
28 Elec./Plumbing repairs	-
30 Roof repairs	_
31 Pool repairs	_
32 Other common area or exterior repairs	
33 Typical redecorating costs (i.e., painting, carpet, etc.)	-
TOTAL MAINTENANCE AND REPAIR (Lines 25 through 34)	-
	-
3. Administrative	
35 Management fees	_
37 All other administrative costs	_
38 Corporate Suite expense	_
TOTAL ADMINISTRATIVE (Lines 35 through 38)	
4. Services	
39 Janitorial/Cleaning	_
40 Landscape (grounds maintenance)	_
41 Trash service	-
43 Snow removal	_
TOTAL SERVICES (Lines 39 through 43)	- 
F. Ingurance and Tayon (do not include navrall tayon)	
5. Insurance and Taxes (do not include payroll taxes)  44 Fire, Casualty insurance	
45 Other taxes, fees (include occupancy tax)	_
46 Real Estate taxes	_
TOTAL INSURANCE AND TAXES (Lines 44 through 46)	······
6. TOTAL OPERATING EXPENSES BEFORE REPLACEMENT RESERVES	
47 Total Expenses (Sum of lines 21 through 46)	
7. Replacement Reserves (2005)	
1. Neplacement Neserves (2009)	
E. NET OPERATING INCOME (Calendar Year 2005)  (Income less Operating Expenses less Replacement Reserves)	

	CANCY INFORMATI at was the vacancy for	or this project on .					
		units or		% of total units			
2. Wh	at was the average v	acancy over the p units or	oast year?	% of total units			
3. Wh	at is the typical length	n of the initial leas	e?	months			
4. Rer	nt concessions being Unit type Unit type	offered as of Jan Amt. Amt.	uary of the c /Mo. /Mo.	urrent year: Total _ Total _		_ _ _	
		a participant in one -D-4	e of the HUE  Section 8 - t-based assi type of units	O or other low income Project-based prograstance in Rent Mix Information	am		
	Loan Amount	Loan Date	Term	Int. Rate (%)	Payment (P&I)	Payment Frequency Mo. or Yr.	
1.							
2.							
					+		
3.							
4.							
				real property in the la		JYes	
Estima		nt costs (includes	all direct or '	'hard" costs plus all ir		s, including marketing costs \$	
Purch	Purchase price of land \$						
	L COSTS						
J. SAI	LES INFORMATION	Price			a of the above inion	mauon.	

 CONFIDENTIAL

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